

LEGAL SECRETARY
SEATTLE CITY ATTORNEY'S OFFICE

Salary: \$38,920 & excellent benefits

Support attorneys in the Torts Section. Duties include word processing; drafting correspondence, preparation and filing of court documents; managing case and project files; coordination of hearing calendars.

Minimum of two years legal secretarial experience required. (Some litigation preferred) Knowledge of legal terminology, procedures and court rules; strong MS Word skills, 50 wpm typing.

Must complete application form (see www.cityofseattle.net/law). Send form and resume by Oct. 2, to J. Ramsey, 600 4th Ave., 4th Fl., PO Box 94769, Seattle, WA 98124-4769, or fax to 206/684-8284.